

MAPTITUDE

QUICK START GUIDE

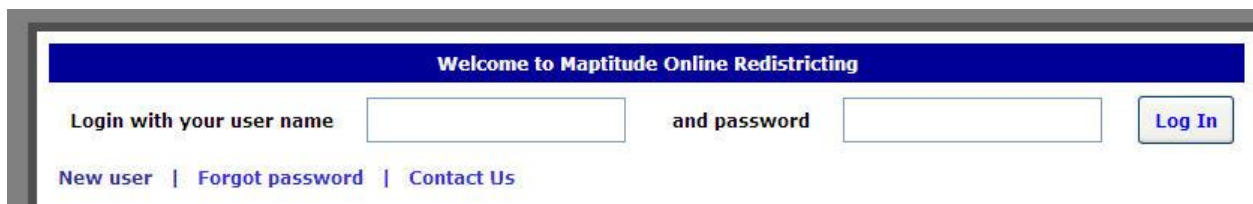
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Goal (1): Divide Idaho's two congressional districts in such a way that they have the same population.

Goal (2): Draw Idaho's legislative districts so that the population of each is very close – with no more than an overall deviation of 10%.

You can choose to start from either a blank plan (no districts drawn yet) or from the current plan showing the districts as they currently exist.

Quick Start example: Sally wishes to draw a congressional district plan, starting with the plan that currently exists. She goes to the Maptitude log-in screen and creates a username and password for herself. (*Note: your username must be one word, and your password must have 8 characters. Your username will appear at the top of any maps you print or email*).



The screenshot shows the login interface for Maptitude Online Redistricting. At the top is a blue header bar with the text "Welcome to Maptitude Online Redistricting". Below this, there is a login form with the text "Login with your user name" followed by a text input field, then "and password" followed by another text input field. To the right of the password field is a "Log In" button. Below the input fields, there are three links: "New user", "Forgot password", and "Contact Us".

After activating her Maptitude account by confirming an email sent to her, she is ready to start.



The screenshot shows the "Plan Manager - SallyTester" interface. At the top is a blue header bar with the text "Plan Manager - SallyTester". Below this, there is a section titled "My Plans". Inside this section, there is a message that says "The plan library is empty". To the right of this message, there are four buttons: "New Plan", "Open", "Copy", and "Delete". A red arrow points to the "New Plan" button.

First, she chooses **NEW PLAN**.

From here, she chooses whether her starting point will be a map of the current congressional districts, a blank map for congressional districts, a map of the current 35 legislative districts, a blank map for 35 legislative districts, or a blank map for 30 – 34 legislative districts. She clicks on Current Congressional and then clicks on **CREATE**.

Choose a Starting Point for Your New Plan



Initial Plans/Current Congressional

Initial Plans/Blank Congressional

Initial Plans/Current Legislative

Initial Plans/Blank Legislative

Initial Plans/Legislative with 34 Districts

Initial Plans/Legislative with 33 Districts

Initial Plans/Legislative with 32 Districts

Initial Plans/Legislative with 31 Districts

Initial Plans/Legislative with 30 Districts

Create

Cancel

She gives her plan a name (or accepts the default name) and clicks **OK**.

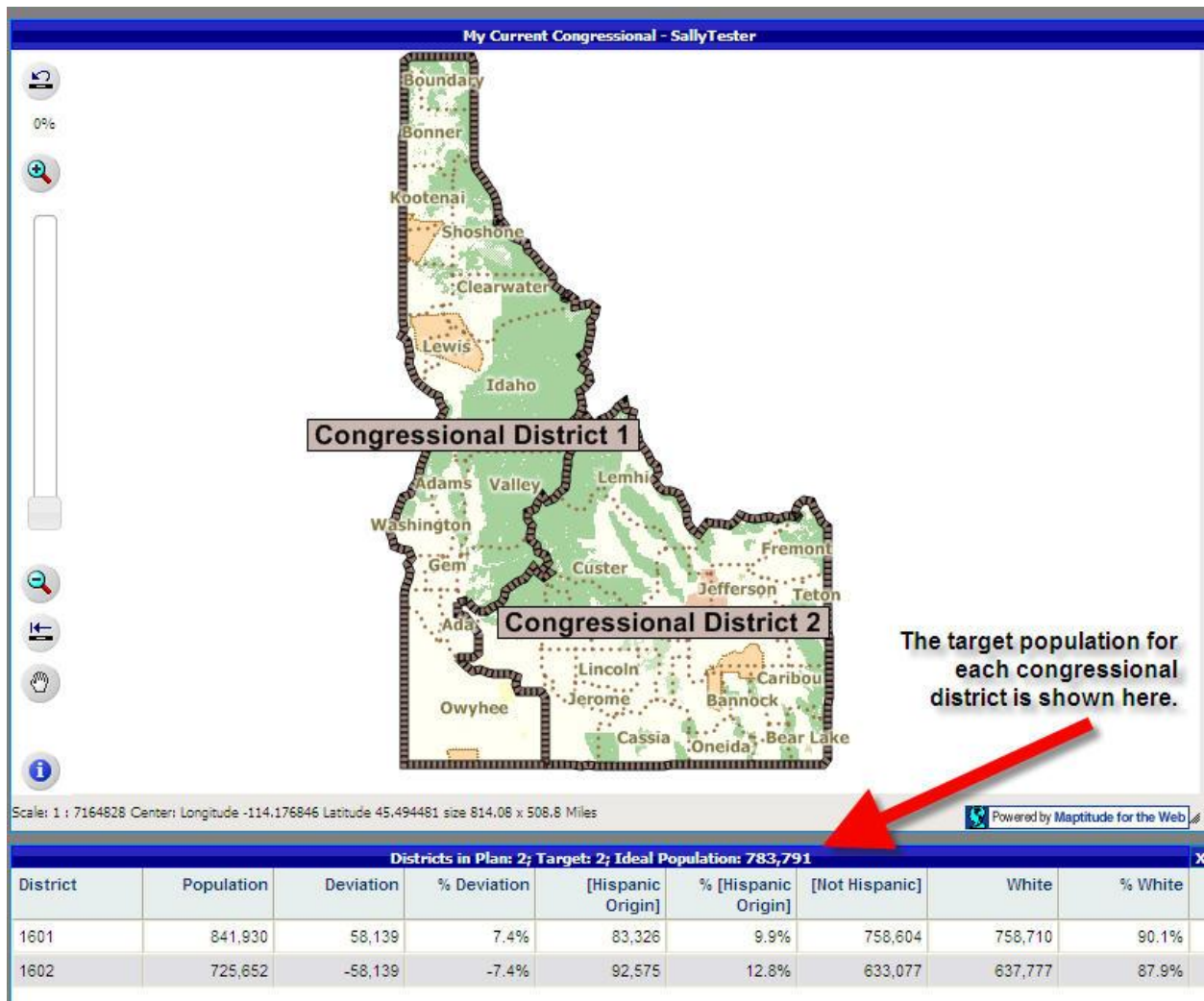


Copy Current Congressional
to a new plan named:

My Current Congressional

OK Cancel

A map of the current Congressional districts opens up and she is ready to start changing those districts!




Sally can see from the data in the table below the map that she needs to take population away from District 1 and add it to District 2 until the population of each district is 783,791. To do this, she makes District 2 her “TARGET” (this is the district she is working on), and makes District 1 her “SOURCE” (this is the field she will be taking population away from).

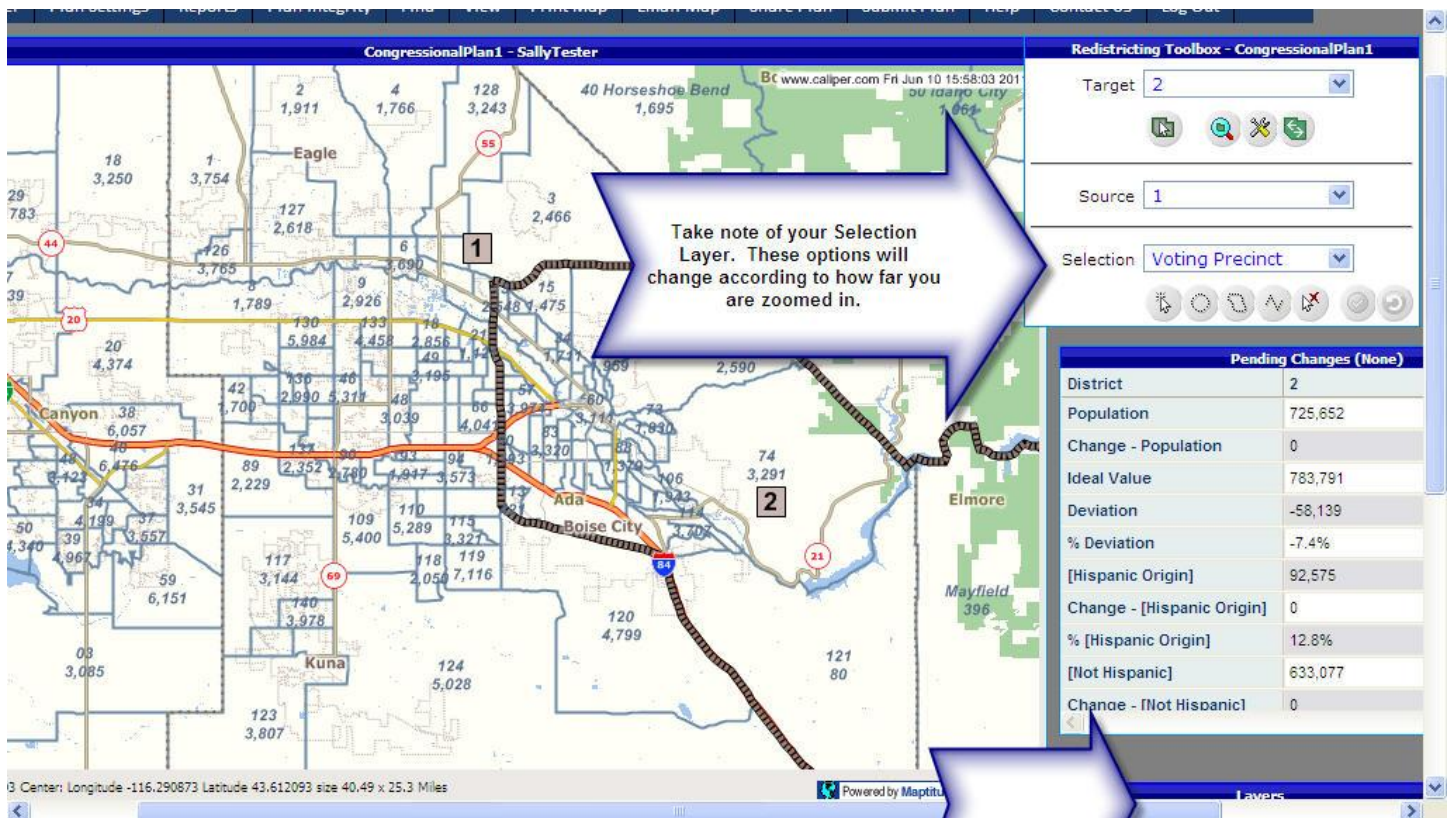
Redistricting Toolbox - CongressionalPlan1

Target: 2

Source: 1

Now she needs to zoom in to the area she wants to work on. On left side of the screen are the zoom-in, zoom-out and

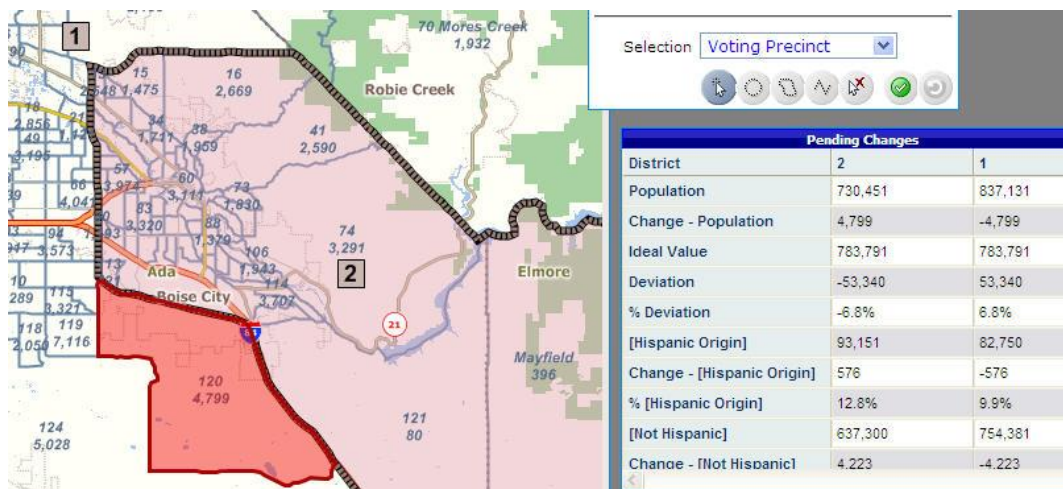
pan-around tools. She clicks on the zoom-in tool , moves her cursor to the part of the map she wants to zoom-in on, and, keeping the left mouse button down, she drags a little box diagonally, drawing a box around the area she wants to zoom-in on, which in this example is Ada County.




Notice the **Selection Layer**. This is the level at which you will be making changes. You can choose to add or take away population by an entire county at a time, or by a voting precinct at a time (or even by Census block). Also note the voting precincts which are now visible at this level. Each precinct is identified by its number and by how many people are living in it. In the example above, we can see that Ada County voting precinct 120 in the lower middle of the map has a population of 4,799. These numbers will help Sally choose which voting precincts she wants to add to Congressional District 2 to increase its population.

To move a voting precinct from one district to another, Sally has four tools to choose from, which are right underneath


the **Selection Layer**, and look like this: These tools allow you to click on districts using a pointer, or by drawing a circle, any other shape, or by drawing a line. Sally clicks her mouse on the first button, the pointer button and then clicks on Ada County voting precinct 120, which will turn red, indicating a pending change.




Notice the Pending Changes table to the right now shows a population change of 4,799 people being added to District 2 and removed from District 1, and shows the percent of deviation still remaining. Sally can continue clicking on additional precincts to get the deviation as close to 0 as she can. When she is done or is ready to save her work and take a break, she clicks on the green checkmark button  above the **Pending Changes** table and saves her work.

Those are the basics to start drawing maps!

A few additional tips are:

WHOOPS!  There is an un-do button in the Redistricting Toolbox, but only use this if you want to un-do all the changes you made since you last saved. If you have been selecting several voter precincts and you only want to un-do a specific one, it is better to hold down the CTRL button and click on the precinct you want to un-select, as this allows you to more precisely choose what you want to un-do.

LOCKING DISTRICTS: You may “LOCK” a district that you have completed by using this tools feature in your Redistricting Toolbox.  This is to avoid accidentally clicking on a precinct in that district and adding it to some other district you are working on. You can always go back into this screen and unlock a district that you have locked if you decide later on that you do want to make changes to it.

ZOOMING TO A DISTRICT: If you want to go directly to a certain district without having to zoom in several times, a quick way to do this is to enter the district number in your TARGET box and then



click on this tool , and the map will zoom right to that district.

SUBMITTING YOUR PLAN: When you have a plan finalized and want to check for any errors, find the PLAN INTEGRITY button at the top of the Maptitude toolbar and run a check for any unassigned areas (if you are submitting a complete plan for the entire state) and a check for any non-contiguous areas to make sure you didn't split a district by accident. Once you have run these reports and wish to submit them to the Commission, you can simply hit “SUBMIT” and it will be send to the Commission, along with your identifying information (name, address, email address).

All plans submitted to the Commission are public record and will be posted on the Redistricting Commission web site.

For additional information, please see the HELP guide on the Maptitude toolbar, it is very helpful. You may also contact our support staff with questions at SUPPORT@REDISTRICTING.IDAHO.GOV Please be as specific as you can, and include screen shots if applicable.

Thank you for participating in the Idaho redistricting process!